

AG Contract No. KR98 0784TRN
ADOT ECS File No. JPA 98-61
Project: P0300 02P/\$40,000.00
P0300 04P/\$20,000.00
Section: Navajo County White Mountain
Area Transportation Study

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE STATE OF ARIZONA
AND
NAVAJO COUNTY, ARIZONA

THIS AGREEMENT is entered into 22 May, 1998,
pursuant to Arizona Revised Statutes, Sections 11-951 through 11-954, as amended, between the
STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State")
and NAVAJO COUNTY, ARIZONA, acting by and through its BOARD OF SUPERVISORS (the
"County").

I. RECITALS

1. The State is empowered by Arizona Revised Statutes Section 28-401 and 28-334 to enter into
this agreement and has by resolution, a copy of which is attached hereto and made a part hereof,
resolved to enter into this agreement and has delegated to the undersigned the authority to execute this
agreement on behalf of the State.

2. The County is empowered by Arizona Revised Statutes Section 11-251 to enter into this
agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to
enter into this agreement and has authorized the undersigned to execute this agreement on behalf of the
County.

3. The State and the County desire to jointly participate in selecting and hiring a consultant to
conduct a Navajo County White Mountain area transportation study, all in accordance with the Scope of
Work, which is attached hereto as Exhibit A and made a part hereof, at an estimated cost of
\$120,000.00, hereinafter referred to as the Project.

THEREFORE, in consideration of the mutual covenants expressed herein, it is agreed as follows:

NO. 22388
Filed with the Secretary of State
Date Filed: 05/22/98

Betty Bayless
Secretary of State

By WICKY Stuenkel

II. SCOPE

1. The State will:

a. Using State approved procurement procedures, participate with the County in the selection of a professional engineering transportation planning consultant to accomplish the Project.

b. Review Project progress reports and submittals and provide comments to the County or the consultant as appropriate. Review and approve the final report prior to the County's final payment to the consultant.

c. Contribute a maximum of \$60,000.00 to the Project. Be responsible for any consultant claims for extra compensation attributable to the State.

d. No more often than monthly, reimburse the County on an actual cost basis, in a total amount not to exceed \$60,000.00, within 30 days after receipt and approval of invoices.

2. The County will:

a. Using State approved procurement procedures, advertise for, and with the concurrence of the State, select and hire a professional transportation planning consultant to accomplish the Project. Be the lead agency for the Project. Strictly comply with all state and federal procurement laws, rules and procedures.

b. Provide the State timely copies of Project progress reports and submittals, and insure the incorporation of State review comments. Provide the State a copy of the final report, and obtain the State's approval prior to making final payment to the consultant. Accept the final report on behalf of the parties hereto.

c. Be responsible for all Project costs over and above the State's share of \$60,000.00, in an amount currently estimated at \$60,000.00, and for any consultant claims for extra compensation attributable to the County.

d. No more often than monthly, invoice the State, on an actual cost basis, with no profit or fee, in a total amount not to exceed \$60,000.00, for the State's share of the project.

III. MISCELLANEOUS PROVISIONS

1. This agreement shall remain in force and effect until completion of said Project and reimbursements; provided, however, that this agreement may be cancelled at any time prior to the award of a Project consultant contract, upon thirty (30) days written notice to the other party.

2. This agreement shall become effective upon filing with the Secretary of State.

4. The provisions of Arizona Revised Statutes Section 35-214 are applicable to this contract.

5. In the event of any controversy which may arise out of this agreement, the parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes Section 12-1518.

3. This agreement may be cancelled in accordance with Arizona Revised Statutes Section 38-511.

6. All notices or demands upon any party to this agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 South 17 Avenue, Mail Drop 616E
Phoenix, AZ 85007

Navajo County
County Manager
PO Box 668
Holbrook, AZ 86025

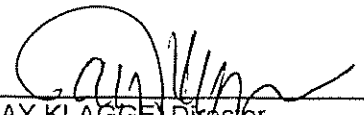
7. Attached hereto and incorporated herein is the written determination of each party's legal counsel that the parties are authorized under the laws of this state to enter into this agreement and that the agreement is in proper form.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.


NAVAJO COUNTY, ARIZONA

STATE OF ARIZONA
Department of Transportation

By 
LEWIS TENNY, Chairman
Board of Supervisors

By 
JAY KLAGGE, Director
Transportation Planning

ATTEST

By 
JUDY JONES
Clerk of the Board

RESOLUTION

BE IT RESOLVED on this 23rd day of April 1998, that I, the undersigned MARY E. PETERS, as Director of the Arizona Department of Transportation, have determined that it is in the best interests of the State of Arizona that the Department of Transportation, acting by and through the Intermodal Transportation Division, to enter into an agreement with Navajo County for the purpose of defining responsibilities for the conducting a White Mountain area small area transportation study.

Therefore, authorization is hereby granted to draft said agreement which, upon completion, shall be submitted to the Director of Transportation Planning for approval and execution.

A handwritten signature in black ink, appearing to read 'D. Allocco', is written over a horizontal line.

DAVID ALLOCCO, Manager
Engineering Technical Group
for Mary E. Peters, Director

RESOLUTION NO. 25-98

**RESOLUTION OF THE BOARD OF SUPERVISORS
AUTHORIZING THE CHAIRMAN TO SIGN AN INTERGOVERNMENTAL
AGREEMENT WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION
FOR THE WHITE MOUNTAIN REGIONAL TRANSPORTATION PLAN**

WHEREAS, the Arizona Department of Transportation (ADOT) is empowered to seek funds for transportation planning, from the Federal Highway Administration, on behalf of Navajo County, Apache County, White Mountain Apache Tribe, City of Show Low, Town of Pinetop/Lakeside, City of St. Johns, Town of Taylor, Town of Snowflake, Town of Springerville and Town of Eagar at a 50% matching funds participation rate; and

WHEREAS, the entities stated above have approved, or are in the process of approving, a Resolution agreeing to commit funds at a proportionate share to fund a Small Area Transportation Study and have selected Navajo County Public Works as the sponsor agency to enter into an Intergovernmental Agreement with ADOT, serve as an intermediary for the collection of funds from the participating jurisdictions, and to disburse those funds to accomplish the completion of the Small Area Transportation Study; and

WHEREAS, Navajo County has by Resolution agreed to commit funds at a proportionate share to fund a Small Area Transportation Study and has directed Navajo County Public Works to serve as the sponsor agency to enter into an Intergovernmental Agreement with ADOT, serve as an intermediary for the collection of funds from the participating jurisdictions, and to disburse those funds to accomplish the completion of the Small Area Transportation Study for the following jurisdictions: Apache County, White Mountain Apache Tribe, City of Show Low, Town of Pinetop/Lakeside, City of St. Johns, Town of Taylor, Town of Snowflake, Town of Springerville and Town of Eagar; and

WHEREAS, Navajo County Board of Supervisors is prepared to pay its proportionate share of the estimated project cost share, plus the funds of the other shares collected from the participating entities, with a maximum estimated project cost share in the amount of \$60,000.00, with the balance of the funding being paid by ADOT for a total maximum Estimated Project Cost of \$ 120,000.00; and

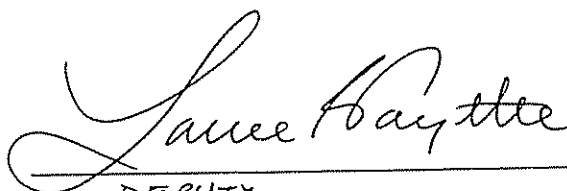
WHEREAS, the committed funds from all jurisdictions exclude any additional special topics or additional work efforts which are not related to Roads of Regional Significance.

NOW, THEREFORE, BE IT RESOLVED that the Navajo County Board of Supervisors is empowered by ARS §11-251 to enter into an Agreement with the State of Arizona for the White Mountain Regional Transportation Study, and authorizes the Chairman to sign said agreement.

APPROVAL OF THE NAVAJO COUNTY ATTORNEY

I have reviewed the above referenced proposed intergovernmental agreement, between the DEPARTMENT OF TRANSPORTATION, HIGHWAYS DIVISION, and NAVAJO COUNTY and declare this agreement to be in proper form and within the powers and authority granted to the County under the laws of the State of Arizona.

DATED this 5TH day of MAY, 1998.

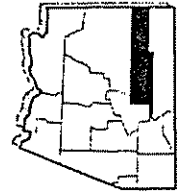


DEPUTY
County Attorney



NAVAJO COUNTY PUBLIC WORKS DEPARTMENT

P.O. Box 668 - So. Highway 77
Holbrook, Arizona 86025
(520) 524-4100 FAX (520) 524-4122



CHUCK WILLIAMS, P.E.
Director
County Engineer

REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES FOR WHITE MOUNTAIN TRANSPORTATION STUDY

The NAVAJO COUNTY DEPARTMENT OF PUBLIC WORKS, acting on behalf of the Executive Committee of the White Mountain Regional Transportation Committee, invites all qualified interested Engineering Firms to submit proposals for Professional Engineering Services for the White Mountain Regional Transportation Study.

Statements of qualifications and proposals are requested to conduct a transportation study for the White Mountain Region of Arizona. The study area includes the municipalities of Show Low, Pinetop-Lakeside, Taylor, Snowflake, Springerville, Eager, St. Johns and un-incorporated portions of southern Navajo and Apache Counties including portions of the White Mountain Apache Reservation. Proposals are requested for a **WHITE MOUNTAIN AREA TRANSPORTATION STUDY**. Major products will be Transportation System Management (TSM) measures to improve corridor conveyance and congestion reduction pending completion of capital improvements; a five-year expenditure program for reconstruction and new construction; a "mid-range" ten year program of potential projects anticipated for construction; and a "long-range" twenty year transportation plan. The completed study must meet all of the criteria to serve as the Transportation and Circulation Element of the General Plans for the participating entities. The final product will address land use patterns, pedestrian and other alternative modes of transportation including motor vehicle, bicycle and pedestrian/equestrian trails (but not including airports or air travel). The final product will recommend actions necessary for establishment of user friendly roadway system, integration of the roadway system within the communities and the remainder of the State of Arizona with particular attention to Roads of Regional Significance.

Proposals may be submitted by any Engineering Firm registered to practice in the State of Arizona and qualified to provide the necessary services. Proposals will be received until **4:00 PM MST, on June 4, 1998**. Mail or deliver proposals to the Office of the County Engineer, Navajo County Public Works Department, P.O. Box 668, South Highway 77, Holbrook, Arizona 86025. Proposals received after the designated date and time specified will not be accepted regardless of the reason for not being received in time. Please be aware that "overnight" delivery services to the Holbrook area are not always dependable.

A pre-proposal conference will be held on **May 13, 1998 at 9:00 AM MST**. Attendance at this conference is **MANDATORY** for participation in this proposal. All available information relative to this project may be reviewed at this conference or upon appointment. The meeting will be held in the Board of Supervisors Hearing Room at the Navajo County Complex, South Highway 77, Holbrook, Arizona 86025.

Any questions regarding the submission or content of the proposal should be directed to Ron Ayers, Project Manager at (520) 524-4100.

Navajo County reserves the right to reject any or all proposals or to withhold an award for any reason it may determine and to waive or decline to waive irregularities in any proposal. Navajo County also reserves the right to hold all proposals for a period of 60 days after the opening date and the right to accept a proposal not withdrawn before the designated date and time for closure.

Ten (10) copies of the proposal shall be addressed and delivered to the Navajo County Department of Public Works on or before the day and hour set for receipt of proposals. These shall be enclosed, sealed and marked as follows:

**PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES
FOR THE WHITE MOUNTAIN TRANSPORTATION STUDY**

DO NOT OPEN BEFORE: June 4, 1998 4:00 PM MST.

**NAVAJO COUNTY DEPARTMENT OF PUBLIC WORKS
P.O. BOX 668, SOUTH HIGHWAY 77
HOLBROOK, ARIZONA 86025**

SUBMITTED BY: (FIRM NAME)

Proposals may be withdrawn by written request at any time before the designated date and time for receipt. No reimbursement will be made by the County for any costs incurred for proposal preparation. Submission of a proposal shall be construed as evidence that the proposer is familiar with the site and conditions involved and that the proposer intends to conform with the applicable requirements of the Arizona State Board of Technical Registration.

REQUEST FOR CONSULTANT PROPOSALS

I. OVERVIEW

Statements of qualifications and proposals are requested to conduct a transportation study for the White Mountain Region of Arizona. The study area includes the municipalities of Show Low, Pinetop-Lakeside, Taylor, Snowflake, Springerville, Eager, St. Johns and un-incorporated portions of southern Navajo and Apache Counties including portions of the White Mountain Apache Reservation. Proposals are requested for a **WHITE MOUNTAIN AREA TRANSPORTATION STUDY**. Major products will be Transportation System Management (TSM) measures to improve corridor conveyance and congestion reduction pending completion of capital improvements; a five-year expenditure program for reconstruction and new construction; a "mid-range" ten year program of potential projects anticipated for construction; and a "long-range" twenty year transportation plan. The completed study must meet all of the criteria to serve as the Transportation and Circulation Element of the General Plans for the participating entities. The final product will address land use patterns, pedestrian and other alternative modes of transportation including motor vehicle, bicycle and pedestrian/equestrian trails (but not including airports or air travel). The final product will recommend actions necessary for establishment of user friendly roadway system, integration of the roadway system within the communities and the remainder of the State of Arizona with particular attention to Roads of Regional Significance.

II. STUDY AREA

The study area will include the municipalities of Show Low, Pinetop-Lakeside, Taylor, Snowflake, Springerville, Eager, St. Johns and un-incorporated portions of southern Navajo and Apache Counties. for highway planning. The study area is identified in the attached area map.

III. ADMINISTRATION

The Study will be closely coordinated with the White Mountain Regional Transportation Committee's Technical Advisory Committee (TAC). The TAC has representation from the following members:

Show Low,
Pinetop-Lakeside,
Taylor,
Snowflake,
Springerville,
Eagar,
St. Johns,
Navajo County,
Apache County,
Arizona Department of Transportation and
Whiteriver in the White Mountain Apache Reservation.

The consultant will meet with the TAC to review the progress to date, to present working papers and study findings, and to solicit input from the committee members. This project will be subdivided into a number of specific work tasks. The result of each task shall be incorporated in a working paper and circulated to TAC member for review, comment and approval. Work tasks will be addressed by the TAC members at regularly scheduled TAC meetings. Reasonable comments and requests by the Technical Advisory Committee and Project Manager will be incorporated into the working papers and final documents. Navajo County will administer progress payments and coordination and completion of the project.

IV. SCOPE OF WORK

The final product must present the existing transportation conditions, and must identify a variety of issues and problems which the government officials should be directing efforts to resolve. The final product must describe the policies, strategies and transportation facilities needed to accommodate travel demand.

The results of the work tasks comprising the project will be presented in working papers to be circulated to the TAC for review and comment. Work tasks will be addressed by the Committee at regularly scheduled meetings.

Minimum work tasks are as follows:

1. Detailed Proposal - The first work task will be to present a detailed work plan to the TAC for review and comment. Accompanying the work plan will be work flow charts, time schedules, map of study area boundaries, locations for traffic and turn movement counts, and all major street and highways to be included in the study. The detailed proposal is to include a section on **VISION, GOALS AND OBJECTIVES**. Develop the vision statement, identify several goals, with numerous objectives for each goal identified in a work plan submitted to the TAC. Documentation will consist of a working paper and floppy diskettes submitted to the committee. Documentation to include submission of floppy diskettes to the TAC in Word Perfect 6.1 or later format. Statistical data will be documented on diskettes using either a data base manager and spreadsheet application software which is Windows 95 compatible. Graphics data will be documented in AutoCAD Format.

2. Current Conditions - Necessary background information on current land use patterns, travel data and behavior, street conditions, financial resources, demographic and socio-economic characteristics will be inventoried and evaluated as follows:

Current land use patterns will be documented and analyzed with attention focused on key transportation demand variables such as, but not limited to, population (resident, seasonal, and tourists), employment and existing and planned special traffic generators.

Street and highway conditions will be evaluated. Information collected for each segment of road under study should include, but not be limited to, jurisdictional responsibility, average daily traffic, intersection sum-movements, roadway width, number of lanes, capacity, level of service, road surface type and condition, accident rates, rights-of-way, traffic control devices, flood protection, drainage, maintenance levels, and existing and proposed functional classification.

Travel behavior and demand will be estimated and documented utilizing TRANPLAN or approved equal as the forecasting software for highway planning.

Address Environmental Justice Issues and Concerns(EJIC) within the regional study area. This study will address these EJIC's as follows:

- a. The transportation improvement projects recommended in this study may differentially affect regional workers and residents. This study will examine the effects these projects are likely to have on minority populations. Census information provides readily available information describing the population living within the areas affected by proposed transportation improvements. This data can be used to graphically show minority and low income populations in the study area.

b. Identify and discuss EJIC's that may bear on the regional transportation study. Describe how the recommended projects will potential affect, both positively and negatively, minority populations and the magnitude of these affects. Should there be a disproportionate burden on minority or low income populations, describe the considerations that dictated this recommendation over an alternate recommendation.

c. Make a concerted effort to reach minority and low income populations when conducting the study's two public meetings.

d. Document the study's public participation process including efforts to address EJIC's.

The consultant will need to interview key public and private officials to obtain information describing existing transportation conditions.

Historical, as well as budgeted roadway construction expenditures, will be documented and evaluated.

Committee members will supply the consultant with copies of available reports, working papers, data and maps as follows:

Base Maps, Traffic Counts, Traffic Data, Census Data, Land Use Data, Existing Transportation Plans, GIS Information, etc.

By analyzing the above information, as well as input from local leaders, individuals and the Committee, the consultant will document the current principal transportation problems and concerns in study area. Documentation will consist of a working paper and floppy diskettes submitted to the committee. Documentation to include submission of floppy diskettes to the TAC in Word Perfect 6.1 or later format. Statistical data will be documented on diskettes using either a data base manager and spreadsheet application software which is Windows 95 compatible. Graphics data will be documented in AutoCAD Format.

3. Future Conditions - Utilizing TRANPLAN or approved equal as the forecasting software to estimate future conditions and infrastructure requirements the Consultant will identify for the five, ten and twenty year planning periods the estimated conditions and requirements. In order to forecast travel demand, future land use patterns will need to be developed. This will require review of development concepts and plans, critique of the general land use plans and the consultant's creativity with transportation as a marketing tool to enhance economic development. The future land use patterns should be in accord with the communities' water supply and with projections of population and employment.

The TAC will review feasibility and desirability of the Consultant's land use concepts prior to land use projections being translated into projected travel demands. Potential problem areas will be identified. Functional street classifications will be recommended corresponding to the travel projections. Existing and future federal aid road designations will be evaluated. Logical connections to enhance motorized circulation shall be recommended. Suggested improvement actions will be identified, cost estimates and time schedules developed.

Financial alternatives necessary to implement the short, "mid" and long range plans will be identified. Alternatives are to include but not limited to: Highway Users Revenue Fund (HURF), Surface Transportation Program (STP), Local Transportation Assistance Fund (LATF), County Transportation Excise Tax, special districts, methods of private/public involvement, and developer contributions. Evaluate the potential revenue for each financial option.

By analyzing the above information, as well as input from local leaders, individuals and the Committee, the Consultant will document the future principal transportation conditions, infrastructure requirements, and issues in the study area.

Documentation will consist of a working paper and accompanying floppy diskettes submitted to the TAC. Documentation to include submission of floppy diskettes to the TAC in Word Perfect 6.1 or later format. Statistical data will be documented on diskettes using either a data base manager and spreadsheet application software which is Windows 95 compatible. Graphics data will be documented in AutoCAD Format.

4. Special Topics and Issues - To aid in identification and implementation of solutions, specific special topics of local concern shall be addressed. Many of the special topics can be analyzed as part of the analysis, the following list represents issues that are of concern to the Committee:

1. A Central Village/Community Plan and how roads are integrated into that concept, Major Streets & Routes Plan, Driveway and Roadway Access Plans and Fee structure for permits within rights-of-ways.

2. Safety issues and concerns with special attention in the following areas:

Traffic Safety Program that addresses Snow & Ice problems and how to establish notice to the public in other jurisdictions concerning Road Closure Signing prior to visitors getting to the rural areas, Travel Warning Signs, and How to address tree canopy shading of iced roadways and Identifying problem intersections that may require turn lanes and traffic light needs.

3. New connections to enhance circulation and complement Federal and State Highways with special attention in the following areas:

Limited access to the road system and incorporating the Central Village/Community Concept and a roadway system, Dealing with non-standard existing roadway alignments, Develop guidelines for Intersection Alignments and spacing of those intersections and locating Passing Lanes.

4. Quality of life issues such as:

Meeting Air Quality Standards, Land use siting criteria for alternative fuels refueling stations, Potential for alternative modes of transportation, Enhancement of pedestrian friendly streets, and street beautification, Pedestrian, Equestrian and Bicycle trails and Street Lighting in urbanized areas.

5. Projects as listed in Appendix A.

5. Alternative Actions - Alternative actions to meet short, "mid" and long range infrastructure requirements will be developed. These options will be evaluated by a set of criteria which will include, but not limited to: environmental issues, community support, public development goals, private development responsibilities, improvements in levels of service and safety, project costs, return on investment and financial resources.

A list of specific project actions will be developed for the next five years which will address current problems and short term requirements. These projects will be prioritized and correlated to financial options. A recommended five year transportation improvement program is required.

"Mid" and long range alternatives will include but not limited to: right-of-way acquisitions, new facilities, street widening and traffic control measures. The "mid" range program of projects will be prioritized and correlated to financial options. Long range plans will be correlated to financial options.

The various types of improvement projects may include new facilities, reconstruction, re-alignments, right-of-way acquisitions, widening, intersection improvements, pavement management, access and traffic control measures.

Documentation will consist of a working paper and accompanying floppy diskettes submitted to the TAC. Documentation to include submission of floppy diskettes to the TAC in Word Perfect 6.1 or later format. Statistical data will be documented on diskettes using either a data base manager and spreadsheet application software which is Windows 95 compatible. Graphics data will be documented in AutoCAD Format.

6. Public Participation - The consultant shall solicit and document public input. This will include interviews with business leaders, elected officials, and representatives from the Council of Governments, Chambers of Commerce, Forest Service, Bureau of Land Management, Indian Tribe, civic and environmental clubs, and others as identified by TAC members. Applicable working papers may be mailed to such representatives to solicit comments.

Prepare the necessary materials to support and staff at least four Open House/Public Meetings (two in Apache County & two in Navajo County). Support to include study purpose, study progress, current activities, transportation issues, opportunities, problems and key findings. Develop procedure to record public comments and record how comments are handled. Document the public participation process.

7. Study Products - Required products include a "long-range"(20 year) transportation plan, a "mid-range" (10 year) program of potential projects anticipated for construction; and a 5 year transportation improvement program (TIP). The transportation plan should include describe policies, strategies, and facilities to accommodate current and future travel demands and to make efficient use of the existing transportation system. Identify facilities that function as an integrated system with emphasis to State and regional facilities functions. Demonstrate through the financial plan element how the transportation plan can be implemented.

The "mid-range" program should document the identified infrastructure requirements, costs, revenue forecasts, benefits and financing of proposed transportation actions. Special consideration shall be given to methods of implementing the plan, such as procedures to protect future rights-of-way, approaches to maintain levels of service, financing measures, and creation of a regional transportation organization.

The TIP is to identify specific projects which are prioritized over a five year period and is to be consistent with the transportation plan. The Transportation Improvement Program will list all projects by their administration jurisdiction and will include route name, begin-end termini, year needed, total length, estimated cost, constant or current dollars, source of cost estimate, current/forecast ADT, problem(s) and solution(s).

Documentation will consist of integrating the approved working papers and major products into the final report. Documentation to also include submission of floppy diskettes to the TAC in Word Perfect 6.1 or later format. Statistical data will be documented on diskettes using either a data base manager and spreadsheet application software which is Windows 95 compatible. Graphics data will be documented in AutoCAD Format.

The final report will be designed to serve as the transportation and circulation element of the Entities' General Plans. An executive summary will also be prepared.

Note: The final report is to receive concurrence by ADOT and acceptance by the Committee prior to final payment.

V. REPORTING

1. The following reports will be required as a part of this project:

a) Written working papers during the course of the project are required to be submitted to the TAC for the purpose of monitoring the direction of the consultant's work at 30%, 60%, 90%, & 100% completion.. Written progress reports and periodic briefings are required during the course of the project for purposes of monitoring the status and progress of the consultant's work. The firm may also be required to periodically brief government officials on progress of the performance evaluation and substantive issues under review.

b) Copies of the draft document developed from approved working papers which report the firm's finding and conclusions, are to be submitted to Technical Advisory Committee.

The draft report is to include the information and evidence supporting the firm's findings and should address the questions and issues identified in section IV - SCOPE OF WORK of this Request for Proposals.

c) Copies of the final report of the firm's findings and conclusions, to be submitted to Technical Advisory Committee.

2. The draft report, the final report, and all supporting documents, evidence, working papers and the like shall become and are the property of the White Mountain Regional Transportation Committee and shall be delivered to the Committee along with the final report.

3. Prior to completion of the firm's final report, the firm shall be available to participate in one conference, up to approximately three hours in length, with members of the Executive and Technical Advisory Committee.

VI. PROPOSAL CONTENT

Format:

Each proposal is to be submitted at a standard size of 8 1/2"x 11 " and bound together as a single document. Promotional materials, samples of recently completed work, and references are to be edited with respect to relevance to this request and must relate only to the specific individuals proposed for commitment to this project.

The proposal and supporting materials are to be arranged in the following order. Respective sections are to be separated by tabbed dividers, with labels.

1. Identification - A title sheet or equivalent which includes a short title for the proposed study; names and business addressees of the organizations that will conduct the work; name, title, mailing address and telephone number of the principal investigator.

2. Table of Contents

3. Introduction - A clear, concise statement describing your understanding of project needs with respect to this request. Characterize those elements of our current situation which you perceive as unique and which are particularly problematic or which provide unusual opportunities beneficial to the participating entities.

4. Study Objectives - The technical objectives upon which the project team is to focus attention and upon which study efforts are to converge. The objectives should identify clearly and concisely the products of the contract. The objectives stated in the proposal should reflect the proposer's intent, creativity and understanding of objectives.

5. Work Plan - A description of study tasks detailing the full scope of services to be provided, with particular emphasis on overall organization, incorporation of entity concerns, and specific products, such reports for incorporation into an acceptable final report. The proposed approach should be defined as clearly as possible. The study methodology should be described in sufficient detail to permit objective evaluation of the proposal. The work plan should be subdivided into the following sections:

a. Introduction - Setting the stages for the presentation of the study plan.

b. Study Approach - Describe how the objectives will be achieved through a logical plan. The plan should describe each task of the research to be undertaken and shall culminate with a breakdown of the time (person-hours) costs and level of effort by tasks. Contribution of each team member to each task should be identified in terms of person-hours. This data must also be summarized in a table format as follows:

(1) Name of team members.

(2) Role of each team member.

(3) Percent effort (time) of each team member of contract period (i.e., identify in percentages his/her commitment to this project compared to his/her total workload in the consultant firm).

(4) Person-hours spent by each team member on each task of this project.

~~(5) Hourly rate of each team member and total cost attributed to each team member and task.~~

(6) Show study's organizational chart and identify the project manager.

(7) Assume one person-month - 174 person-hours.

NOTE: any change in the Study's team at any time must have prior approval.

c. Presentation of Anticipated Products_- Show how anticipated results will be reported and presented. Indicate the number and types of graphics, models, computer simulations, or other visual aids you propose to employ for interpretive purposes on behalf of the entities.

d. Progress Reporting Procedures - Indicate the format of the monthly reporting procedure to which the project team will adhere. The monthly progress report with an updated schedule should be limited to two pages. As a minimum it should include:

(1) Progress made in terms of specific activities that were completed

(2) Information generated.

(3) Contacts made.

(4) Summary of task reports including the percentage of each task completed.

(5) Percentage of the study completed.

(6) Costs incurred.

(7) Next month's activities.

e. Facilities/Equipment Available - The location of the base of operation for this project, and any specialized equipment proposed to be utilized.

f. Cooperative Features - If assistance in the form of personnel, data or equipment is required from other organizations, the proposal must describe the plans, including letters of commitment for obtaining such help or information.

6. Time Schedule - Bar type progress charts should be provided to illustrate the interrelationship and scheduling of the major study tasks.

~~7. Cost Proposal - A summary tabulation showing the staffing plan, estimated requirements, and costs for the study. The payments to the consultant will be based on the percentage of work completed for the specific task billed. Consultant shall provide a detailed budget estimate, including the following specifics:~~

~~a. The costs of personal services, broken down by hourly direct salaries and estimated hours.~~

~~b. Overhead costs (as a percentage of direct salaries).~~

~~c. Other direct costs such as travel, lodging, meals, subcontracting, computer time, report printing, etc.~~

~~d. The cost estimate shall be provided on a time-and-material basis for a Not-to-Exceed fee. The basis for the estimate, including direct costs, hourly rate, and man-hours by task, must be shown in detail for the two tasks, namely: the Base Study Task and the Special Project Task show on Appendix A.~~

8. Personnel Qualifications - A description and statement of the professional capability of proposed project contributors. Identify the individuals who will be assigned to work on the project, by task; their major duties and responsibilities; and a resume for each person. Each resume shall be in sufficient detail to clearly establish the qualifications of project participants and must, at a minimum, include educational background, major projects of a comparable nature worked on or completed within the past five years, the degree of involvement on each project, and any additional information reflecting on the project participant's ability to perform the tasks as described in the proposal. Team members working on transit element should cite experience developing transit plans for non-metropolitan communities. This experience should include system implementation and operations evaluation.

9. Relevant experience - Description of experience in performing studies similar to that anticipated by this Request for Proposals. Projects cited must have been prepared by those personal proposed to work on this project.

10. Notification of Any Potential Conflict of Interest.

VII. SUBMITTAL REQUIREMENTS

RFP responses are to include **ten (10)** separately-bound copies of the proposal addressed to:

Navajo County
Department of Public Works
P.O. Box 668 - South Highway 77
Holbrook, Arizona 86025

Only those proposals received in a sealed envelope, prior to 4:00 p.m., Mountain Standard Time, on May 28, 1998 will be considered.

The proposals shall be signed by a representative or officer authorized to bind the offeror. Individuals of the offering organization authorized to negotiate a contract based on the proposal shall be identified by name, title, address and telephone number.

Questions concerning the scope of work can be addressed to Mr. Ron Ayers, Project Manager, Navajo County Public Works.

VIII. SELECTION PROCEDURES

Each proposal will be reviewed by the Technical Advisory committee (TAC). TAC will select a preferred consultant and recommend retention of same for final action.

In addition to the items specifically referenced under Proposal Content as noted above, the following criteria will be considered in evaluating the proposals.

The proposal should present the project broken down into work elements, as defined in the Scope of Work, with the related cost for each item, then summarized into a total Not-to-Exceed fee.

The consultant shall have **270 calendar days** to complete this study after receiving the **Notice To Proceed**. It is estimated that the contract will be signed as soon as possible after Notification Of Award. Anticipated project initiation date is June 15, 1998. **The consultant will provide at least 30 copies of the draft, provide at least 40 copies of the final study and 50 copies of the executive summary, and three reproducible masters of both.**

The contract shall not exceed \$120,000 for the highway element. The right is reserved to reject any or all proposals. Award shall not be made solely on the basis of price.

Navajo County is an equal opportunity employer. Navajo County advises the consultant that it does not discriminate on the basis of handicapped status in admission or access to its programs and activities or in the treatment or employment in such programs and activities.

APPENDIX A

WHITE MOUNTAIN REGIONAL TRANSPORTATION COMMITTEE

SPECIAL PROJECT LIST

Town of Taylor:

1. East & West Willow Lane
2. East Cattle Lane
3. Centennial Blvd. Between Snowflake and Taylor
4. Casa Linda Blvd.
5. Freeman Hollow a.k.a. Malapai Road (Future Development)

Town of Snowflake:

1. Existing and projected traffic volumes on Regional Roads and SR 77 & SR 277
2. Impact on SR 77 from heavy vehicles and safety concerns due to vertical sight distance problems.
3. Freeman Hollow Road between Paper Mill Road and SR 277
4. Centennial Blvd. between Paper Mill Road and SR 277

Navajo County:

1. Corridor/Development Study of Penrod Road from Porter Mountain Road to Hon Dah area
2. Corridor Study/Improvement of Lone Pine Dam Road from SR 260 to SR 70
3. Rainbow Lake Road Loop from SR 260 to SR 260
4. Intersections of Rainbow Lake and SR 260
5. Corridor/Improvement Study of Rim Road from City of Show Low to City of Pinetop/Lakeside
6. Intersection of Ellsworth Road and SR 260

Apache County:

1. Existing and projected traffic volumes on Routes 3144 and 5020 to the Navajo County line with safety considerations and recommendations for improvements.
2. Greer Main Street for possible addition of pedestrian and bicycle ways.
3. Nutrioso Area: identify and recommend improvements for potential hazards from sight distance, intersection alignment and steep sloping roads.
4. Review roadways for possible addition of pedestrian and bicycle ways near schools in Vernon, Alpine and Concho.
5. Review relationship with U. S. Forest Service and make recommendations on how joint maintenance of roads can be improved.

City of Show Low:

1. Old Linden Road from SR 260 to US 60
2. Central Avenue from Old Linden to Woolford Road
3. Woolford Road from US 60 to SR 260
4. Penrod Road from US 60 to City Limits
5. Show Low Lake Road from SR 260 to Penrod Road
6. Mogollon Rim Road from Us 60 to City Limits

ADOT:

1. Study passing lanes locations on US 60 from Mile Marker 343 to 352
2. Study passing lanes locations on SR 77 from Mile Marker 342.2 to 347
3. Study passing lanes locations on SR 260 from Mile Marker 372 to 375
4. Study passing lanes locations on SR 73 from Mile Marker 351 to 355.5
5. Recommend warrants for constructing turn bays at rural intersections.
6. Review of possible ITS sites for warning of road closures on SR 260 to Payson and US 60 to Globe.

White Mountain Apache Tribe:

1. SR 260 through the northeastern corridor of the Fort Apache Indian Reservation at Hon Dah-McNary area, review for possible by-pass around McNary Community.
2. SR 73 from SR 60 at Carrizo Junction to Whiteriver and north to Hon Dah
3. SR 473 from SR 260 to Hawley Lake, review for upgrades on road for acceptance by Tribe/BIA
4. Roadway leading north from McNary to town of Vernon
5. Other BIA system roads and Tribal roads that may be considered as future Regional Transportation Roads and improvements needed.

Town of Pinetop/Lakeside:

1. Rim Road from Hart Lake Road to SR 260.
2. Development of Lockwood Drive with Signaling at SR 260.
3. Peterson Road development as a Secondary Route.
4. SR 260 through Pinetop/Lakeside with access controls and medians.
5. Woodland Road from SR 260 to SR 260.
6. Penrod Road Extension from Porter Mtn. Road South.

Apache County:

1. Investigate Safety concerns on Routes 3144 and 5020
2. Greer Street for addition of pedestrian and bicycle travel ways
3. Nutrioso Area: review intersection alignments, sight distance, etc.
4. Vernon, Alpine and Concho Areas: review roads around schools for pedestrian and bicycle travel ways
5. Review maintenance programs of Apache County and Forest Service and make recommendations for joint maintenance.

City of St. Johns:

1. Highway 191 North.
2. Highway 180 South.
3. Highway 61 West.
4. 24th St. West going North to 15th St., then East to 13th St. West, then South to Highway 61 (Business Route).
5. 24th St. West going South to 7th St. South, then East to Highway 180. Looking for Trails on items # 4 & 5.
6. Update 1992 BRW Study.

Town of Springerville:

Town of Eagar:

1. Guterriz Road from Springerville to SR 260.
2. SR 60 from Show Low to Springerville look to upgrade overlay/repair schedule.



GRANT WOODS
ATTORNEY GENERAL

STATE OF ARIZONA
OFFICE OF THE ATTORNEY GENERAL
1275 WEST WASHINGTON, PHOENIX 85007-2926

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INTERGOVERNMENTAL AGREEMENT
DETERMINATION

A.G. Contract No. KR98-0784TRN, an agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952, as amended, by the undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona.

No opinion is expressed as to the authority of the remaining parties, other than the State or its agencies, to enter into said agreement.

DATE May 18, 1998.

GRANT WOODS
Attorney General

JAMES R. REDPATH
Assistant Attorney General
Transportation Section

JRR:et/12475

Enc.